

**CITY OF CALEXICO  
ARTS AND HISTORICAL COMMISSION**

SPECIAL MEETING AGENDA  
TUESDAY, APRIL 20, 2021  
2:30 P.M.

Fernando "Nene" Torres Council Chambers  
608 Heber Avenue  
Calexico, CA 92231

**COMMISSIONERS**

Roxanna Pacheco, Chairperson  
Alberto Martinez, Vice Chairperson  
Carlos Fitch, Secretary  
Jimmy Dorantes  
Carmen Durazo

Norma Gerardo, Recreation Manager

**COUNCIL MEMBERS**

Rosie Arreola-Fernandez, Mayor  
Javier Moreno, Mayor Pro Tem  
Raul Ureña, Councilmember  
Gloria G. Romo, Councilmember  
Camilo Garcia, Councilmember

Miguel Figueroa, City Manager

**\*\*REVISED AGENDA\*\***

**CALL TO ORDER**

Due to the Declaration of Emergency, this meeting is being held pursuant to authorization from the Governor's Executive Orders. Some or all of the commissioners may participate in this meeting by teleconference as authorized by Executive Order N-29-20 issued by the Governor of California on March 17, 2020.

Until further notice, there will be no public access to commission meetings, however, public participation is available in the following ways:

a) You may join the meeting via Zoom from a PC, Mac, iPad, iPhone or Android device: Please click this URL to join the webinar: <https://zoom.us/j/98425193029?pwd=bXRFOWRhdUhPaUVUL0FKam43RFAyUT09>  
Passcode: 918454

b) Or join by phone: Dial (for higher quality, dial a number based on your current location):  
US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799  
Webinar ID: 984 2519 3029  
Passcode: 918454  
International numbers available: <https://zoom.us/j/98425193029?pwd=bXRFOWRhdUhPaUVUL0FKam43RFAyUT09>

c) Members of the public will be able to make public comments in the following ways: 1) Submit public comments via email by 2:00 p.m. on Monday, April, 2021 to [recreation@calexico.ca.gov](mailto:recreation@calexico.ca.gov) or via fax to (760) 768-2194. These comments will be read aloud during the meeting. 2) Make public comment live via Zoom by submitting the request via Zoom Chat. Persons should submit name and section of the agenda they wish to speak on such as "Public Comments" or state the "Agenda Item No."

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

## PUBLIC COMMENTS AND PUBLIC APPEARANCES

NOTES: (Not to Exceed 3 Minutes) This is the time for the public to address the City of Calexico Historical and Arts Commission on any item not appearing on the agenda that is within the subject matter jurisdiction of the Commission. The Chair will recognize you and when you come to the microphone, please state your name and place of residence for the record. While members of the public are encouraged to participate, it is unlawful to disturb or delay the Commission meeting with personal or slanderous remarks. If the item you wish to comment on is a closed session or consent item, please comment now. The Board is prohibited by State law from taking action or discussing items not included on the printed agenda. If the item you wish to comment on is on the public portion of the agenda, we will take your comment when we get to the item on the agenda. Please direct your questions and comments to the Commission.

## BUSINESS ITEMS:

1. Discussion on a writer for the book of the History of Calexico – Pacheco (Discussion/Action)
2. Discussion on the creation of a City Historian volunteer position - Pacheco (Discussion)

## ADJOURNMENT:

Next meeting: Next Regular Commission meeting is Tuesday, May 4, 2021. Deadline for submitting items for next agenda is Tuesday, April 27, 2021.

It is the intention of the City of Calexico to comply with the Americans with Disabilities Act in all respects. If you are a person with a disability who requires a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, please request such modifications or accommodation from the City Clerk at 760-768-2102. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to the meeting. Please advise us at the time whether you will require accommodations to participate in meetings on a regular basis. Any person affected by any application on this agenda may submit their concerns in writing prior to the meeting or appear in person and be heard in support or opposition to the proposal at the time the matter is considered on the agenda. The staff reports, applications and environmental documents may be viewed at either the office of the City Clerk, 608 Heber Avenue, from 8:30 a.m. until 5:30 p.m., Monday through Thursday, except legal holidays. Telephone inquiries may be made at 760-768-2102. If you challenge any agenda issue in court, you may be limited to raising only those issues that you or someone else raised at the public meeting described in this notice, or in written correspondence delivered to the City of Calexico at, or prior to, the public meeting.

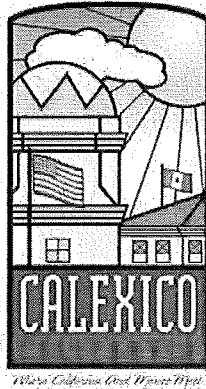
This notice of the agenda is hereby certified to have been posted on or before 6:00 p.m. on April 16, 2021.

  
Karolina Lopez/Administrative Assistant

6:00 p.m. / 4/16/21  
Time/Date

**CITY OF CALEXICO**

**ARTS AND HISTORICAL COMMISSION**



**BUSINESS ITEMS**

AGENDA  
ITEM  
1



City of Calexico  
Arts and Historical Commission



- ☒ New Business  
    ☐ Discussion Item  
    ☒ Discussion/Action  
☐ Old Business  
    ☐ Discussion Item  
    ☐ Discussion/Action  
☐ Information Item

Subject:

Discussion on a writer for the book of the History of Calexico

Agenda Date:

April 20, 2021

Submitted by:

Roxanna Pacheco

Manager Approval:

Recommendation:

Discussion on the information provided by Commissioners Durazo and Dorantes regarding a writer for the book of the History of Calexico.

Background Information:

On regular meeting from April 6th, the Commission approved for Commissioner Durazo and Dorantes to start working on this project.

Discussion:

Discussion on the information provided by Commissioners Durazo and Dorantes regarding a writer for the book of the History of Calexico.

Attachments:

- ☒ Yes  
☐ No

Manager Notes:

Ad would need to be revised - Staff can create flyer  
No mention of compensation or lack thereof.

Email, fax, mail or return completed agenda item summary report, with all backup material to the Recreation Dept. no later than one week prior to the regularly scheduled Parks, Recreation, Beautification and Senior Services Commission meeting.

Fax: (760) 768-2194/ Phone: (760) 768-2176/ Recreation@calexico.ca.gov

707 Dool Ave. Calexico, CA 92231

## Norma Gerardo

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**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Sent:** Sunday, April 11, 2021 10:30 PM  
**To:** Norma Gerardo  
**Cc:** jimmy.dorantes@gmail.com  
**Subject:** Fwd: Meeting notes

Sent from my iPhone

Begin forwarded message:

**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Date:** April 11, 2021 at 8:02:49 PM PDT  
**To:** [jimmy.dorantes@gmail.com](mailto:jimmy.dorantes@gmail.com)  
**Subject:** Meeting notes

Task: Create a list of qualifications for writer, including professional experience and familiarity with the history of Calexico, to write a history of Calexico from its beginnings. Carmen Durazo volunteered to be coordinator of project. Jimmy Dorantes volunteered to prepare a proposal poster in pdf format to disseminate via social media in search of a historical writer to include qualifications, commission, and other costs. Once a writer has been selected, a think tank of locals and others with historical information will meet with selected author to share resources. Use of photographic artwork was discussed. Subsequently, a search for publisher and graphic artist with book layout experience as well as a corresponding cost estimate for two books - one in English and a separate book in Spanish - will be conducted. Book length will be 100-150 pages in length, available in print and ebook format, and published by the City of Calexico Arts and Historical Commission.

It was recommended that ultimately a four volume process will be followed:

- Volume 1. Early History
- Volume 2. Mid History
- Volume 3. Modern History
- Volume 4. Current History

Durazo will email proposal and project description to Dorantes for review and it will be revised as needed. Dorantes will email pdf to Durazo to be revised as needed.

Suggested timeline

Call for writers: Friday, April 16, 2021  
Interviews: April 19-30, 10 am to 2 pm.  
Sent from my iPad

## Norma Gerardo

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**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Sent:** Sunday, April 11, 2021 10:31 PM  
**To:** Norma Gerardo  
**Cc:** jimmy.dorantes@gmail.com  
**Subject:** Fwd: Project Description et al

Sent from my iPhone

Begin forwarded message:

**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Date:** April 10, 2021 at 3:14:10 AM PDT  
**To:** [jimmy.dorantes@gmail.com](mailto:jimmy.dorantes@gmail.com)  
**Cc:** [carmendurazo1@yahoo.com](mailto:carmendurazo1@yahoo.com)  
**Subject:** Project Description et al

Project Description and Goal:

Publish a four volume bilingual collection of the history of Calexico from its beginnings to present. Each volume will be 100 to 150 pages long. Publisher will be the City of Calexico 's Arts and Historical Commission.

Ad:

Seeking a historical researcher and writer to gather historical data from various sources including archives, books, artifacts, interviews, and other primary source documents (diaries, letters, photos, newspapers, etc.) who will trace history of the land, people and their culture from which the city of Calexico was founded and evolved. Strongest historian for the project will be selected.

Proposal:

Submit samples of writings, resume, and reference(s) electronically.  
Include methodological description of research and vision for the project.  
Provide timeline, one to two page abstract, and budget.  
Reflect project's commitment to gender, racial, and ethnic representation.  
Present proposal during interview with team.

Selected writer will:

Analyze and interpret historical information to determine authenticity and significance and trace historical emergence of the city.  
Report chapter by chapter progress to team.  
Work in collaboration with archivist to preserve materials, artifacts, and data for the city of Calexico.  
Engage public with presentation of the work at the Carmen Durazo Cultural Arts Center and elsewhere as needed.

## **Norma Gerardo**

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**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Sent:** Sunday, April 11, 2021 10:33 PM  
**To:** Norma Gerardo  
**Cc:** jimmy.dorantes@gmail.com  
**Subject:** Fwd: Rubric

Sent from my iPhone

Begin forwarded message:

**From:** Carmen Durazo <carmendurazo1@yahoo.com>  
**Date:** April 11, 2021 at 5:43:22 PM PDT  
**To:** [jimmy.dorantes@gmail.com](mailto:jimmy.dorantes@gmail.com)  
**Cc:** [carmendurazo1@yahoo.com](mailto:carmendurazo1@yahoo.com)  
**Subject:** Rubric

Each writer/historian's electronic proposal and information shall be evaluated by using a rubric based on criteria of information requested.

Those selected for interview will be evaluated by a rubric based on historical expertise, historical knowledge of history of Calexico; resume; publications; quality of writing skills; willingness to work collaboratively with team in development of project; well-organized and developed argument; persuasive, compelling, and entertaining writing; specificity; equity and representation; calendar availability.

Sent from my iPhone

**Seeking Historical writers and researchers for the City of Calxico Arts and Historical Commission project:**

Seeking a historical researcher and writer to gather historical data from various sources including archives, books, artifacts, interviews, and other primary source documents (diaries, letters, newspapers, etc.) who will trace history of the land, people and their culture from which the city of Calxico was founded and evolved. Strongest historian for the project will be selected. Please submit soonest possible.

**Proposal:**

Submit samples of writings, resume, education, and reference(s) electronically.

Include methodological description of research and vision for the project.

Provide timeline, one to two page abstract, and budget.

Reflect project's commitment to gender, racial, and ethnic representation.

Present proposal during interview with team.

**Selected writer will:**

Analyze and interpret historical information to determine authenticity and significance and trace historical emergence of the city. The book volumes will be in both English and Spanish editions or a Bilingual book per Volume.

Report chapter by chapter progress to team.

Work in collaboration with archivist to preserve materials, artifacts, and data for the city of Calxico.

Engage public with presentation of the work at the Carmen Durazo Cultural Arts Center and elsewhere as needed.

This is a paid book project to be owned and distributed by the City of Calxico.

It was recommended that ultimately a four volume process will be followed:

Volume 1. Early History

Volume 2. Mid History



Volume 3. Modern History

Volume 4. Current History

Contact: Carmen Durazo with email and cc Jimmy Dorantes:

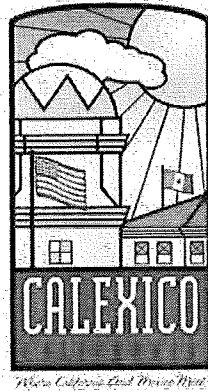
Emails: **carmendurazo1@yahoo.com** and

**jimmy.dorantes@gmail.com**

Thank you.

CITY OF CALEXICO

## ARTS AND HISTORICAL COMMISSION



## BUSINESS ITEMS

AGENDA  
ITEM

2



## City of Calexico Arts and Historical Commission

- ☒ New Business  
    ☒ Discussion Item  
    ☐ Discussion/Action  
☐ Old Business  
    ☐ Discussion Item  
    ☐ Discussion/Action  
☐ Information Item

**Subject:**

Discussion on the creation of a City Historian volunteer position

**Agenda Date:**

April 20, 2021

**Submitted by:**

Roxanna Pacheco

**Manager Approval:**

**Recommendation:**

Discussion on the creation of a City Historian position.

**Background Information:**

**Discussion:**

Discussion on the creation of a City Historian position.

**Attachments:**

- ☐ Yes  
☐ No

**Manager Notes:**

Attached is a draft application for the above mentioned position. Staff is still working a few details with Administration and legal.

Email, fax, mail or return completed agenda item summary report, with all backup material to the Recreation Dept. no later than one week prior to the regularly scheduled Parks, Recreation, Beautification and Senior Services Commission meeting.

Fax: (760) 768-2194/ Phone: (760) 768-2176/ Recreation@calexico.ca.gov

707 Dool Ave. Calexico, CA 92231

# CITY OF CALEXICO



## Application: CITY HISTORIAN

### Duties of the City Historian

The City Historian is a volunteer position appointed by the City Council to be a resource to City Staff, Commissions, City Council, and the community. The role of the City Historian is to increase public awareness of the history of the city and community of Calexico. Duties may include:

- Providing presentations to organizations and social groups;
- Preparing and teaching education courses in local and regional history;
- Research, compile, and write local history information;
- Assist the City on the preservation and archiving of local history information and artifacts;
- Organize data, analyze and interpret its authenticity and relative significance;
- Gather historical data from sources such as archives, court records, diaries, news files, and photographs, as well as collect data sources such as books, pamphlets, and periodicals;
- Act as a liaison to local schools, historical groups, and public.

The person appointed to this position will work closely with the Recreation Manager Department and the City Clerk. The person appointed to this volunteer position will serve a four-year term. There are no restrictions on the number of terms served. Formal process and appointment is required to renew a term of the current City Historian following term expiration. Qualified applicants will have experience presenting local historical information to community groups, teaching courses in local and regional history to students at a school or community classes or be affiliated with an organization associated with the advancement of the history of Calexico.

To apply for City Historian, complete and submit this application to the City Clerk's Office. Appointment process will be handled by the City Council.

### Contact Information

Name	
Street Address	
City/State/Zip Code	
Phone	
Mobile Phone	
E-Mail Address	
Background Information	
Years residing in Calexico	
Employer	
Occupation/Profession	
Education	

# CITY OF CALEXICO



Application: CITY HISTORIAN

1. Summarize your activities and experience relating to the duties of City Historian as outlined above.

2. Briefly explain your interest in serving as City Historian

# CITY OF CALEXICO



Application: CITY HISTORIAN

3. Discribe your expectations and anticipated contributions as City Historian.		
4. How did you hear about this vacancy?		
<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> City Website	<input type="checkbox"/> Social Media
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other (Specify)	
5. Applicant Signature:		
X		
Return application to:		OFFICE USE ONLY- DATE RECIEVED
City of Calexico City Clerk's Office 608 Heber Avenue Calexico, CA 92231		
<i>Note 1) Applications are retained for one year. You will be contacted if a vacancy occurs within that time. 2) You may attach additional pages or material (such as a resume) to the application if desired.</i>		